ASSIGNMENT 3

Textbook Assignment: "Directives Issuance System," chapter 6, pages 6-1 through 6-8; "Reports and Forms Management Programs," chapter 7, pages 7-1 through 7-8.

3-1.   What instruction covers the Navy's Directives Issuance System?

1.   SECNAVINST 5213.1
2.   SECNAVINST 5214.1
3.   SECNAVINST 5215.1
4.   SECNAVINST 5216.1

3-2.   An instruction, notice, or change transmittal is best described by which of the following terms?

1.   Order
2.   Directive
3.   Formal letter
4.   Formal memorandum

3-3.   Information that is essential to the effective administration or operation of activities can best be described by which of the following terms?

1.   Notice
2.   Directive
3.   Instruction
4.   Change transmittal

3-4.   An instruction remains in effect until superseded or otherwise cancelled by whom?

1.   The drafter
2.   The originator
3.   The directives control point
4.   The directives control officer

3-5.   Usually, a notice will remain in effect for how long?

1.   Less than 3 months, but not longer than 6 months
2.   Less than 6 months, but not longer than 12 months
3.   Less than 9 months, but not longer than 18 months
4.   Less than 12 months, but not longer than 18 months

3-6.   On a notice, cancellation determinations are indicated at the top right corner in which of the following ways?

1.   Canc:
2.   Canc FRP:
3.   Canc frp:
4.   CANC FRP:

3-7.   A change transmittal describes the nature of the changes and gives directions for making them.

1.   True
2.   False

3-8.   Which of the following means should be used to verify the completeness and accuracy of a master set of instructions?

1.   Checklist
2.   Distribution list
3.   Cross-reference sheet
4.   Weekly transmittal sheet

3-9. A directive issued by one authority in conjunction with one or more other authorities is known by which of the following terms?

1. Multiple addressee directive
2. Message-type directive
3. Letter-type directive
4. Joint directive

3-10. A page change to an instruction or notice is issued by which of the following means?

1. Revision
2. Change transmittal
3. Weekly transmittal sheet
4. Special distribution list

3-11. What authority makes the initial distribution of directives to all ships and stations?

1. Secretary of the Navy
2. Chief of Naval Operations
3. Navy Publications and Printing Service
4. Naval Personnel Command

3-12. What authority administers the Directives Issuance System?

1. Secretary of the Navy
2. Chief of Naval Operations
3. Bureau of Naval Personnel
4. Naval Personnel Command

3-13. The official by whose authority and under whose title a directive is issued is known as the

1. drafter
2. issuing authority
3. commanding officer
4. directives control officer

3-14. How often should an issuing authority conduct a review of organizational directives?

1. Monthly
2. Quarterly
3. Semiannually
4. Annually

3-15. Which of the following is a function of a command directives control point?

1. Analyze directives
2. Evaluate the system's operations
3. Make recommendations or improvements
4. Each of the above

3-16. Aboard ship, who is usually the directives control point?

1. Executive officer
2. Personnel officer
3. Administrative officer
4. Ship's secretary

3-17. At a shore activity, who is usually the directives control point?

1. Commanding officer
2. Executive officer
3. Administrative officer
4. Administrative supervisor

3-18. For classified directives, the control point maintains locator cross-reference sheets.

1. True
2. False

3-19. Official case files are filed in which of the following ways?

1. By date
2. By SSIC
3. By subject
4. By originator code

3-20. Of the following items, which one is NOT placed in the official case folder for a directive?

1. Signature copy
2. Double-spaced rough
3. Cross-reference sheet
4. Revision of the basic instruction

3-21. Instructions received by your command should be filed in what order?

1. Issuing authority, consecutive number, and SSIC
2. Consecutive number, SSIC, and issuing authority
3. SSIC, issuing authority, and consecutive number
4. SSIC, consecutive number, and issuing authority

3-22. An instruction that has been temporarily loaned out should usually be returned within how many days?

1. 5
2. 7
3. 3
4. 10

3-23. Of the following notations, which one should be used to enter a change on the first page of a directive?

1. Change 1
2. Ch: One
3. CH: 1
4. Ch-1

3-24. Which of the following instructions gives direction for an effective reports management program?

1. SECNAVINST 5213.2
2. SECNAVINST 5214.2
3. SECNAVINST 5215.2
4. SECNAVINST 5216.2

3-25. A single office with each Navy command should be designated as the reports control point.

1. True
2. False

3-26. At a shore command, who is normally the reports control manager?

1. Administrative officer
2. Executive assistant
3. Executive officer
4. Senior Yeoman

3-27. A report should be reviewed by the report originator 30 days before the fourth anniversary of the issuance date of the report.

1. True
2. False

3-28. Reports not approved for extension are automatically cancelled on the third anniversary date.

1. True
2. False

3-29. If an information requirement should be cancelled, what method is used to cancel the requirement?

1. Notice transmittal
2. Change transmittal
3. Instruction format
4. Standard letter format

3-30. If an information requirement remains valid, a change transmittal (a) should be submitted within how many days before the expiration date and (b) should extend the approved period for a maximum of how many years?

1. (a) 30 (b) 3
2. (a) 30 (b) 5
3. (a) 60 (b) 3
4. (a) 60 (b) 5

3-31. Which of the following timing and frequency requirements for reports should be used when an event occurs or a condition changes?

1. As-required report
2. Situation report
3. Recurring report
4. One-time report

3-32. Information that is collected, stored, retrieved, and submitted when requested defines what type of report?

1. As-required report
2. Status report
3. One-time report
4. Recurring report

3-33. A report that conveys essentially the same type of information at prescribed intervals is known as what type of report?

1. Status report
2. Revised report
3. Recurring report
4. As-required report

3-34. A report that is not subject to documentation and symbolization procedures is known as what type of report?

1. Exempt report
2. Internal report
3. Licensed report
4. Computer-generated report

3-35. Who maintains the inventory of recurring reports at an activity?

1. Forms manager
2. Reports control manager
3. Administrative assistant
4. Directives control officer

3-36. An annual review of a report may be combined with the annual review of the command directive used as the basis for the report.

1. True
2. False

3-37. To ensure obsolete files are removed from case files, reports should be routed through whom?

1. Forms manager
2. Security manager
3. Ship's secretary
4. Senior Yeoman

3-38. How often should the reports control officer publish and distribute a revised list of current and cancelled reports?

1. Monthly
2. Quarterly
3. Semiannually
4. Annually

3-39. To be an effective aid, how often should a report tickler file be checked?

1. Daily
2. Weekly
3. Monthly
4. Quarterly

3-40. Forms are vital to the effective management of your command because they provide information for which of the following purposes?

1. Formulating policy
2. Controlling operations
3. Movement of materials
4. Each of the above

3-41. Who develops and coordinates the overall forms management program within the Navy?

1. Secretary of the Navy
2. Chief of Naval Operations
3. Secretary of Defense
4. Chief of Naval Personnel

3-42. Each command is responsible for establishing and maintaining a forms-management program.

1. True
2. False

3-43. What is the first step in establishing a forms-management system within an activity?

1. Design new forms
2. Cancel all forms in use
3. Review forms for duplication
4. Issue a directive that states the objective of the forms management function

3-44. The number and complexity of the forms and procedures in an activity should have no bearing on the number of personnel assigned to the forms management function.

1. True
2. False

3-45. A forms management office should take which of the following actions as a first step in the operation of a forms management office?

1. Design new forms
2. Collect copies of all forms
3. Review forms for duplication
4. Cancel all local forms in use

3-46. Which of the following steps apply to the continuing effort to keep forms and procedures up-to-date?

1. Obtain and analyze the facts
2. Evaluate and develop solutions
3. Install solutions and follow up
4. All of the above

3-47. When the forms control file is established, what information should be written on the copies of the forms that have been collected?

1. Name of the person who designed the form
2. Name of the office using the form and the estimated annual usage
3. How often the form is used
4. How many copies are prepared

3-48. Which of the following items should be included on the label of a local form folder?

1. Title of form
2. Consecutive number
3. Originator's abbreviation
4. All of the above

3-49. Your efforts to consolidate related information should always result in the use of one single form to serve a variety of purposes or functions.

1. True
2. False

3-50.   When a form becomes obsolete or is replaced, what should be the disposition of the form folder?

1.   Destroy it because it has served its purpose
2.   Transfer it to a separate file, with the reason for discontinuation noted
3.   File it in the folder with the form that replaced it
4.   Leave it in the SSIC file